

WASHINGTON CIRCUIT COURT WASHINGTON SUPERIOR COURT

AMENDED LOCAL RULE 7 IMPLEMENTATION OF ADMINISTRATIVE RULE 15

The courts of Washington County, Indiana adopt the following amended local rule for Court Reporter services pursuant to Administrative Rule 15.

1. Each Court Reporter shall be paid an annual salary for time spent working under the control, direction and direct supervision of the court during any regular work hours, gap hours or overtime hours.
2. Regular working hours shall be 35 hours per week. Gap hours shall be hours worked in excess of 35 hours per week. Overtime hours shall be worked in excess of 40 hours.
3. That for any gap or overtime hours worked, the Court and Court Reporters shall enter into a written agreement whereby compensation for such work shall be as follows:
 - a. Compensatory time off from regular work hours shall be given in an amount equal to the number of gap hours worked.
 - b. Compensatory time off from regular work hours shall be given in the amount of one and one-half (1-1/2) times the number of overtime hours worked.
4. The Court Reporter shall be compensated at the rate of \$4.50 per page for any county indigent, state indigent or private transcripts prepared. The Court Reporter shall submit directly to the county a claim for the preparation of the county indigent transcript as other county claims are submitted. If the Court Reporter is required to prepare an expedited transcript, the maximum per page fee shall be \$7.50 where the transcript must be prepared within 24 hours or less and \$6.00 where the transcript must be prepared within 3 working days. Index and Table of Contents will be charged at the same rate as the other pages.
5. A minimum fee of Forty-Five Dollars (\$45) will be charged for transcripts less than ten (10) pages in length.
6. Additional fees shall be added to the cost of the transcript for the following:
 - a. Reasonable cost of office supplies necessary for preparation and binding of

the transcript, which shall be determined by the judges and published annually as the "Schedule of Transcript Supplies."

- b. Labor charge in the sum of the approximate hourly rate of the Court Reporter's annual court compensation for time spent binding the transcript and the exhibit binders.
7. If a transcript is prepared for purposes of appeal, the original paper transcript shall be forwarded to the Clerk upon completion. The Court Reporter is also directed to produce two copies of an electronically formatted transcript, one of which shall become an official record of the court proceedings and kept in the court where said proceeding was held, and the other shall be submitted to the Clerk along with the original paper transcript.
8. Any transcript prepared for reasons other than appeal shall be delivered to the requesting party.
9. Each Court Reporter who received income from the preparation of transcripts shall report such amounts, at least annually, to the Indiana Supreme Court Division of State Court Administration on forms prescribed by such Division.
10. Should any Court Reporter elect to engage in the private business of recording and/or transcribing depositions, they shall do so outside of regular working hours and the Court's equipment, work space and supplies shall not be used for such purposes.
11. This local rule shall be applicable effective immediately upon approval of the Indiana Supreme Court.
12. The Clerk of the Washington Circuit Court is ordered to post this amended rule in their office, and on their website, if any exists, for a period of 30 days.

SO ORDERED at Salem, Indiana this 20 day of October, 2005.


ROBERT L. BENNETT, JUDGE
WASHINGTON CIRCUIT COURT


FRANK NEWKIRK, JUDGE
WASHINGTON SUPERIOR COURT